The following is a summary of the City of Xenia’s permitting requirements for new single- and two-family home construction. Learn more and/or apply for permits...

- **Online:** Go to above website and click on How Do I -> Apply for -> Building or Zoning Permit
- **Phone or in person:** See above phone number and address

### Permits Required

- **Zoning Permit** from the City of Xenia Planning and Zoning Department. Apply in person or online.
- **Water/sewer tap, curb cut, driveway approach permits:** City of Xenia Engineering Division. Apply in person or online.
- **Building Permit:** Greene County Department of Building Regulations. Apply in person at 667 Dayton Xenia Road in Xenia, 937-562-7420. Learn more online by clicking “Building Application” on the above webpage.
- **Plumbing Permit:** Greene County Public Health. Apply in person at 360 Wilson Drive. Learn more online by clicking “Plumbing Application” on the above webpage.

### Zoning Permit Submittal Requirements

- **Site plan** including the following information:
  - Address with street name, subdivision name and lot number.
  - Dimensions of property boundaries, building foundation.
  - Street right of way line.
  - Utility, drainage easements.
  - Water and sewer lines and connections.
  - Natural features including flood plains and streams.
  - Curb and driveway location.
  - Setback lines.
  - Off-street parking spaces.
  - Grading plan.
  - Floor plan with outside wall dimension, dimensions of each room, size of garage and size of living space
  - Architectural elevation drawings for all building facades.

### Zoning Inspection

- Call the Code Enforcement Officer (937-376-7277) for setback inspection prior to calling the Greene County Building Regulations for footer or foundation inspection. Property lines and structure foundation must be staked.

---

**Questions? Contact 376-7277.**

Thank you for doing business with the City of Xenia!